UNITED
NATIONS

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Secretariat

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10 September 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: SECURITY ARRANGEMENTS FOR ADMISSION TO UNITED NATIONS HEADQUARTERS

1. In the interest of ensuring the safety of all concerned, it has become necessary to introduce a number of additional security measures at Headquarters. These will take effect immediately and will be subject to review as necessary. A separate circular concerning special arrangements for the forty-eighth session of the General Assembly will be issued shortly. Under the circumstances, staff members, members of delegations, accredited members of non-governmental organizations and the press and affiliates will no doubt appreciate the necessity for these steps intended for their protection and are requested to cooperate fully.

Admission to the Headquarters buildings

2. Staff members, members of delegations and other persons who are entitled to access to the premises will be admitted to the Headquarters premises only upon presentation of valid United Nations identification cards or laissez-passers. All persons holding such cards are reminded that, in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, identification cards must be worn at all times in a clearly visible manner while on the premises. It is each card holder's responsibility to ensure that cards are current. Expired cards will be replaced by the Pass and Identification Unit, room GA-100, upon presentation of an application signed by the appropriate executive/administrative officer. Staff members, accredited members of non-governmental organizations and the press and affiliates who have forgotten their identification cards or whose cards have expired will be directed to the information desk located in the lobby of the General Assembly building, Visitors' Entrance, where, upon presentation of photo identification, a day pass will be issued.

3. Staff members and other persons entitled access to Headquarters who are not members of delegations are expected to enter the premises through the Secretariat or Visitors' Entrance and to avoid use of the Delegates' Entrance.

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4. Any vehicle entering the premises will be subject to random search by security officers assigned to entry/exit gates. 1/

Access arrangements for visitors on official business and guests

5. All visitors on official business at Headquarters, guests of members of the staff and members of delegations will be required to proceed through the security screening area located in the General Assembly lobby prior to requesting admission to the Secretariat and the Conference buildings. At the information desk, the staff member or member of delegation will be asked to confirm whether he/she wishes to receive the visitor. The security officer will then issue a visitor's day pass after obtaining personal identification bearing a photograph; this identification will be returned upon departure from the building. It will be the responsibility of each individual visited to meet, accompany at all times and later escort guests back to the public area in the lobby of the General Assembly building for exit from the premises.

6. Only vehicles with valid parking permits or decals will be permitted to enter the garage. Members of the staff, members of delegations and their passengers will be required to show current identification on entry. Any other guests or visitors must be discharged from the vehicle at the 46th Street Visitors' Entrance where they will be required to pass through the magnetometer before gaining access to the building.

7. Accredited representatives of non-governmental organizations, the press and other affiliates will no longer be permitted to bring guests beyond the areas accessible to the public, with the exception of the Delegates' Dining Room at lunch.

8. In order to maximize the safety of all concerned, it has become necessary to limit participation in club and recreation group activities on the premises to members of the staff, affiliates and members of delegations.

Arrangements for access by spouses and children of staff members

9. Current arrangements for access to the premises by spouses and children of members of the staff remain in force. Special provisions regarding the issuance of courtesy identification cards to spouses or family members requiring frequent access to the premises will be considered only when special circumstances exist and approved on an exceptional basis only, upon certification from the staff member's executive/administrative office. In accordance with information circular ST/IC/86/21 of 2 April 1986, staff members are reminded that the presence of children around offices can be disruptive to the daily work environment and is discouraged.

Access to the Delegates' Dining Room

10. The Delegates' Dining Room will remain open for lunch during weekdays. Arrangements for receptions and dinners held in the Delegates' Dining Room will be made on an individual and ad hoc basis.

Delivery and picking up of packages

11. Current procedures require that, as a rule, official deliveries be made only at the loading platform in the third basement. External messengers making deliveries of small official packages to the Secretariat will be required to enter through the Visitors' Entrance in the General Assembly Building and pass through the screening area, where packages will be examined and cleared by security officers. The external messengers will then be directed to the information desk, where the information assistant will contact the office of destination and request that a staff member accept delivery of the package in the lobby.

12. The present practice of issuing passes to external messengers making frequent deliveries to the premises is to be discontinued. Under no circumstances will external messengers be permitted beyond the information desk area to make deliveries or pick-ups. If the office of destination is unable to send a staff member to accept the item, the delivery will be rejected. If delivery by an external messenger requires a signature, it will be necessary for the recipient or a colleague to sign for and claim the delivery in the General Assembly lobby. Only official packages should be delivered to the Secretariat. Deliveries of food made during weekends or after 5.15 p.m. on weekdays must be collected at the Secretariat entrance on 1st Avenue and 43rd Street.

13. The practice of depositing small packages in a locked drop box in the public lobby until a staff member is available to collect the item is discontinued.

Registration of members of the staff and affiliates on weekends, holidays and after working hours

14. For security and safety reasons, the presence of any person on the Headquarters premises on Saturdays, Sundays, holidays and after working hours on weekdays must be known to the Security and Safety Service. Therefore, members of the staff and other persons entitled to access to Headquarters are reminded that they are required to record their names, location and index numbers, if applicable, in the registers provided for this purpose at the various points of entry or exit when entering or leaving the premises on weekends, holidays and after 8.30 p.m. on weekdays. The information entered will be verified by the security officer on duty. This procedure will remain in effect until the card access system is fully activated.

Use of United Nations premises for meetings, conferences and public events

15. Meeting rooms and conference facilities at United Nations Headquarters are intended primarily for use by meetings and conferences scheduled under the calendar of conferences approved by the General Assembly or scheduled by the Secretariat. Groups other than official United Nations bodies wishing to meet on United Nations premises must seek authorization, which will be granted only when such meetings are consistent with the purposes and principles of the United Nations. A revised administrative instruction governing the use of premises will be issued shortly.

Authority of United Nations security officers

16. In accordance with administrative instruction ST/AI/309/Rev.1 of 17 February 1984, United Nations security officers function as agents of the Secretary-General to preserve order and to protect persons and property within the Headquarters area. All persons on the premises are expected to comply with the directions that may be issued by security officers in the performance of their functions. The security officers, in turn, have been instructed to exercise their functions with tact, courtesy and in conformity with established rules and regulations, including applicable local law. 2/

17. In accordance with ST/AI/309/Rev.1, security officers are authorized to search persons, vehicles, handbags, briefcases or packages and to seize property if they have reason to believe that any person is carrying an unauthorized weapon, explosives or other dangerous substances or narcotics, or is removing property from the premises without proper authorization.

18. Refusal to comply with directions issued by security officers, within their authority, may result in removal from or denial of access to the premises and shall be reported by the Chief, Security and Safety Service, to the Director of the Office of General Services for appropriate action. 3/

19. Compliance with and application of the present administrative instruction in no way prejudices a staff member's duties, obligations and privileges under the Staff Regulations and Rules or his or her right to file a complaint with the Director, Office of General Services, through the Chief, Security and Safety Service.

20. The following administrative issuances will be amended in due course to reflect the changes contained in the present administrative instruction: administrative instruction ST/AI/3 of 20 September 1983 on registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours; information circular ST/IC/84/85 of 11 December 1984 on delivery and picking up of packages; information circular ST/IC/84/91 of 28 December 1984 on security arrangements; administrative instruction ST/AI/333 of 29 November 1985 on personal identification cards - Headquarters.

Notes

1/ This provision is supplemental to administrative instruction ST/AI/309/Rev.1 of 17 February 1984 which shall remain in force. It will be revised accordingly in due course.

2/ Subject to the provisions of this instruction, security officers are authorized, within the limits permitted by local law, to effect arrest, including the use of force, where the person to be arrested is committing or attempting to commit an offence or has, in fact, committed a felony (see "Legal Guidelines", Handbook for Personnel of the Security and Safety Service, p. 60, part IX, sect. 9.03).

3/ This provision is supplemental to administrative instruction ST/AI/309/Rev.1 which will be revised accordingly in due course.